



# STAFF REPORT

AGENDA NO: 9j

MEETING DATE: March 16, 2026

**To: Honorable Mayor and City Council**

**Date: March 16, 2026**

**From: Chris Lamm, Director of Public Works – (650) 558-7230  
Weizhi Cheng, Senior Civil Engineer – (650) 558-7258**

**Subject: Adoption of a Resolution Awarding a \$799,057.86 Construction Contract to Medical Facilities Solutions LLC, dba MFS Construction, for the Police Department ADA & Sally Port Improvements – Phase 1, City Project No. 86870, and Authorizing the City Manager to Execute the Construction Contract**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution awarding a construction contract to Medical Facilities Solutions LLC, dba MFS Construction, for the Police Department ADA & Sally Port Improvements – Phase 1, City Project No. 86870, in the amount of \$799,057.86 and authorizing the City Manager to execute the construction contract.

## **BACKGROUND**

The City Council has authorized funds in the Capital Improvement Program for improvements to the Burlingame Police Department, located at 1111 Trousdale Drive. Phase 1 of the project includes upgrades to the lobby, lobby restrooms, administration area, and administration area ramp to meet Americans with Disabilities Act (ADA) requirements. Additional improvements include modifications to the Sally Port and relocation of the gym to this area, which will create space for the future expansion of the women's locker room and bathroom under Phase 2 of the Police Department improvements.

## **DISCUSSION**

The project was advertised for bids on January 6, 2026, and the sealed bids were opened on February 17, 2026. The City received seven bids ranging from \$799,057.86 to \$1,337,000.00. MFS Construction is the lowest responsible and responsive bidder with its bid amount of \$799,057.86, which is approximately 3.7% lower than the engineer's estimate of \$830,000. Staff reviewed MFS Construction's proposal and found that the contractor has met all the project requirements and has a past history of performing similar work successfully for other jurisdictions within the Bay Area.

Staff recommends that the City Council award the project to MFS Construction and authorize the City Manager to execute the construction contract. Staff also recommends that the City Council authorize a 15% construction contingency budget to address any unforeseen conditions.

The project is anticipated to start in spring 2026 and be completed by fall 2026. Construction work will be coordinated with the Police Department to ensure the station remains operational throughout construction, with no adverse impact to emergency response times.

**FISCAL IMPACT**

Estimated Project Expenditures:

The following are the estimated project expenditures:

Construction	\$799,058
Construction Contingency (15%)	\$119,859
Construction Inspections	\$30,000
Staff Time & Administration	\$51,083
<b>Total</b>	<b>\$1,000,000</b>

Funding Availability:

The City Council has previously approved the project as part of the City's Capital Improvement Program. There are adequate funds available in the CIP to complete the project.

Exhibits:

- Resolution
- Bid Summary
- Construction Contract
- Project Location Map